

# **SUPERVISING COOK II, CORRECTIONAL FACILITY**

## **JOB ANALYSIS**

### **BACKGROUND INFORMATION**

**Date of Job Analysis:** April 1 - 7, 2008

**Collective Bargaining Identification:** R15

**Job Analysis Conducted By:** Marian Dilley, Manager  
Brian J. Walker, Selection Analyst  
Office of Selection Services  
Department of Corrections and

Rehabilitation

**Number of Incumbents:** There are 11.0 positions in this classification with 1.0 vacant position per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

#### **Names of the Subject Matter Experts and their background:**

##### **GARY THUESON, SUPERVISING COOK II**

Gary currently works as a Supervising Cook II at the Preston Youth Correctional Facility and has been in this classification for 18 months. Prior to his current classification, he was a Correctional Supervising Cook for 6 years and a Cook II for 2 years. He has been with either the Department of Corrections and Rehabilitation or California Youth Authority for a total of 10 years.

##### **TUYET – MAI T. HUYNH, SUPERVISING COOK II**

Mai currently works as a Supervising Cook II at the Northern California Youth Correctional Center (NCYCC) in Stockton and has been in this classification for 30 months. Prior to her current classification, she was a Correctional Supervising Cook for 15 years. She has been with either the Department of Corrections and Rehabilitation or California Youth Authority for a total of 17 years.

## **SUPERVISING COOK II, CF INFORMATION GATHERING**

### **Information Sources**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in April 2007
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 10 (100%) job audits were returned for Supervising Cook II, CF

### **Job Audit Survey Background**

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Supervising Cook II, CF working in the Division of Juvenile Justice within CDCR. Surveys were mailed to all incumbents appointed to the Supervising Cook II, CF classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

### **Job Audit Survey Statistics**

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
10	0	10	100%	0	0.00%	All	N/A